



The Metropolitan Action Commission

lelping People. Changing Lives" Since 1964



Thank you for your inquiry regarding volunteering with the Metropolitan Action Commission. Our primary goal for each customer that we serve is to eradicate the causes of poverty by addressing potential barriers such as education, employment, and temporary household emergencies.

There are many volunteering opportunities here at the Metropolitan Action Commission and we are excited that you choose this agency. Here are the opportunities that we currently have available:

<u>The Head Start Program</u> is Nashville's largest provider of Early Childhood Education for children ages 3-4 years old. Story tellers, room assistants and office assistants are needed as volunteers in the centers. We also offer early childhood education internship opportunities in areas of social work, health and mental health, disabilities and food service. Internships are available to students enrolled in colleges locally or in surrounding counties.

Our <u>Community Services Program</u> assist families with payments for household utilities, rent/mortgage, GED preparation, and other needs. Volunteers may assist with administrative duties or other special projects in this area..

<u>The Operations Department</u> could always use assistance with administrative duties, landscaping and other simple maintenance tasks.

The <u>Service Project Program</u> is specifically for middle school and high school students. Contact us for more information about this program

Because of the laws that govern our organization and our dedication to providing a safe environment for our customers and staff, all volunteers are subject to a criminal background check. For volunteers that will volunteer over 30 hours, a Tuberculosis Skin Test and finger print screening may also be required. Our agency will schedule your appointments and cover the scheduling and expense of this process.

Background Checks

In order to begin our process, you will need to bring a copy of your **Social Security Card and your Driver's License** or other official identification card (we can make copies of your originals if necessary) to our office and complete an authorization form. You must complete this process and orientation prior to starting your volunteer assignment. If you bring your identification <u>prior</u> to the orientation, this will decrease the amount of time it takes to receive your results back from the authorities. If you bring your information on the day of orientation, it could take up to 3 weeks before you will be able to start.

Participants in the Service Project Program are excluded from this process. Coordinators should call our office to get additional information.

Volunteer Orientation is scheduled monthly. If you can not attend the monthly date, let us know and we will make arrangements to offer the training at another time.

If you have additional questions, please call Lisa Gallon at 615-862-8860, Ext 144 or e-mail us at lisa.gallon@ nashville. gov. We are located at 1624 5th Avenue North, Nashville, TN 37208.